

University of Nebraska - Lincoln

**DigitalCommons@University of Nebraska - Lincoln**

---

Insecta Mundi

Center for Systematic Entomology, Gainesville,  
Florida

---

2-2-2018

# Manuscript preparation rules and guidelines, February 2018

Follow this and additional works at: <https://digitalcommons.unl.edu/insectamundi>



Part of the [Ecology and Evolutionary Biology Commons](#), [Entomology Commons](#), [Scholarly Communication Commons](#), and the [Scholarly Publishing Commons](#)

---

"Manuscript preparation rules and guidelines, February 2018" (2018). *Insecta Mundi*. 1099.  
<https://digitalcommons.unl.edu/insectamundi/1099>

This Article is brought to you for free and open access by the Center for Systematic Entomology, Gainesville, Florida at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in Insecta Mundi by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

# INSECTA MUNDI

A Journal of World Insect Systematics

---

## Manuscript preparation rules and guidelines

February 2018; available at <http://www.centerforsystematicentomology.org>.

*Insecta Mundi* is an ongoing experiment in publishing. Our goal is to produce taxonomic publications that are free for authors (no page charges) and openly accessible for users (see Skelley and Thomas 2007). To accomplish this, we require the participation of authors in the publication process. Authors are required to make their manuscripts publishable by our standards prior to submission. Authors unwilling or unable to follow the guidelines should ask friends for help or consider paying to have their article published in journals which charge for the services.

The purposes for these rules and guidelines are to ensure consistency in presentation with all articles published in the journal, to prevent embarrassing or serious mistakes; and to keep manuscripts simple and easy to work with. Most of these rules are standard practice for any journal, others are tasks authors already practice. These guidelines are a learning opportunity for students and professionals, even if they do not publish with *Insecta Mundi*. However, we appreciate your consideration.

## Contents

Submission Requirements.....	2	Literature Cited.....	8
Manuscript Preparation .....	2	Figure Captions .....	10
General Considerations.....	2	Figures .....	10
Language, Manuscript Length, and Fees ...	2	Tables and appendices .....	11
Nomenclature and New Taxa.....	2	Other considerations.....	11
Rules of Journal Style.....	3	Final Clean Up of Manuscripts.....	12
Citing References in the Text.....	4	Paragraph Spacing, Indents, and Fonts ...	12
Peer Review .....	4	Symbols and Accented Characters.....	12
Authors Seeking Reviewers .....	4	Remove Extraneous Formatting .....	13
Reviewers.....	5	Spellchecking.....	13
Manuscript Outline and Specific Guidelines ...	6	Find and Replace.....	13
Title .....	6	Clearing/resetting Formatting.....	13
Authors and Affiliations .....	6	Working with Editorial Staff.....	14
Abstract/Resumen.....	7	Communication on Manuscript Changes...	14
Introduction.....	7	Making Corrections.....	14
Materials and Methods.....	7	Rushing Manuscripts .....	14
Body of Text (Results, etc.).....	7	Submitting Files .....	14
Acknowledgments .....	8		

## Submission Requirements

- Authors are required to make their manuscripts publishable by our standards prior to submission.
- Authors submit manuscripts as Microsoft Word (.doc or .docx), .rtf, or WordPerfect (.wpd) files. Microsoft Word is preferred.
- Authors submit plates as separate TIF, JPG, PSD, or PDF files, with final resolution >300 ppi (pixels per inch) for photos and >600 ppi for line art at size on page.
- Authors submit copies of two critical reviewers' comments. We need to see reviewer's full comments.
- Authors submit a Reviewer Report Form with each reviewed copy of the manuscript. Authors should provide these forms to the reviewer when requesting the review.
- Authors submit a Submission Contract, electronically signed and dated to show they have followed the manuscript preparation guidelines.
- One author for each submitted manuscript must be a member of the Center for Systematic Entomology.

## Manuscript Preparation

### General Considerations

In general, writing needs to be clear, concise, and consistent.

- **Clear.** Make sure that what you wrote is what you mean. Put a manuscript aside for a week then approach each item as if you have never seen it, considering how others might perceive each statement. An inability by readers to understand a manuscript is failure by the author(s). Require your reviewers to be critical. Even if you do not agree with their comments, it may indicate the statement or discussion is unclear and needs fixing.
- **Concise.** Be concise in language and presentation. Look for places where "one paragraph can be reduced to one sentence." Lengthy discussions are frequently confusing and waste space. Avoid what has been called verbal diarrhea.
- **Consistent.** Be consistent in how headings, literature cited, punctuation in data sets, etc. are presented. Taxonomic writing does not always follow standard rules of grammar. We write in a complicated code of words, symbols, and characters, and to be clear and concise we must be consistent.

### Language, Manuscript Length, and Fees

- Submissions may be in English or Spanish. An English abstract and key words are required for Spanish manuscripts.
- Articles up to 100 printed pages are published free. Production costs for these papers are covered by membership fees.
- For longer articles, authors should contact the Chief Editor. Authors of large manuscripts (over 100 finished pages) will be asked to pay a processing fee of US\$200 as a donation to the CSE to support the additional publication costs.

### Nomenclature and New Taxa

- All submissions must adhere to the International Code of Zoological Nomenclature (ICZN 1999, more recent rules, and revisions; <http://www.iczn.org/iczn/index.jsp>).
- The gender of a new specific name must agree with the generic name. Latinized names must be correctly formed. The gender statement is best placed in the etymology.

- For new taxa headings, spell names out in full, clearly state authorship and the nomenclatural act being made (new species, new genus, new combination, etc.).
- New genera must include a designation of the type species and provide a statement on the gender of the new name.
- For new species a primary type must be designated, full label data are required, including a clear statement of where it is deposited.
- Primary types of species described in *Insecta Mundi* are to be deposited in institutional collections as recommended by the ICZN (1999, Recommendation 16C).
- All genus and species names should be spelled out in full and the authority cited the first time a name is used in the text. This includes primary taxa and hosts. Exceptions may be allowed in tables or appendices.
- The International Commission of Zoological Nomenclature (ICZN 1999) recommends use of commas between authors and years for taxonomic names. These commas are allowed because names are not considered literature citations. To alleviate confusion between author-years used for names and literature citations, it is recommended to avoid use of years with scientific names in narrative texts unless the dates are important for the discussion.
- Each new taxon must be illustrated and a discussion provided that makes comparisons with related or similar taxa (i.e. in a key, diagnosis, or discussion). The intent is to place the new taxon into a taxonomic framework. The only exceptions are the publication of replacement names for homonyms, or a new combination of a species or subspecies.
- For hosts, additional information should be given to indicate its taxonomic position: "... the plant, *Xus albus* Linnaeus..." or "... *Xus albus* Linnaeus (Asteraceae)." Tables and Appendices may present special cases and be exempt from this rule. Discuss these with editorial staff before submission.
- All species names require at least a generic abbreviation with every use. The ICZN (1999) Article 5(a), Principles of Binominal Nomenclature, states a species name is the combination of the genus and specific name. Exception occur when a species name is used to represent a species group ("the binotata group"), or in checklists or catalogs. Consult the editorial staff if in doubt.
- Authorship of generic and species names is required on first use in the title, abstract, and main text.
- Abbreviate the genus name to its first letter, or two letters if conflicts occur, and omit the naming authority after the first full use. Two exceptions: 1) if the generic abbreviation begins a sentence, then spell the genus name out in full; and 2) in checklists or catalogs, the full or abbreviated genus is also highly desired. In some checklist presentations they are not needed because they make the lists more confusing. In these cases, consult the editorial staff.
- All generic and species names are italicized. The exception being when a name is used as a modifier in the common name of an otherwise unnamed group. Thus the "binotata species group" is considered a common name and not italicized, nor is the generic abbreviation required.
- Common or vernacular names in English are not capitalized, unless the word is a proper noun or geographical adjective. Examples: monarch butterfly, carabid beetle, caterpillar hunter, Florida sand scarab, or Anderson's weevil.

### Rules of Journal Style

These rules reflect frequent errors made by author writing for *Insecta Mundi*, or more generally, in scientific writing. Unless specifically stated here, writing styles are entirely up to the author, and may use styles frequently used in other publications of their taxa. Examples of such variations include paragraph headings in a description (e.g. Materials studied, Materials examined, Types, Remarks, Comments, Discussion, etc.), the punctuation used in separating scientific names from citations within synonymies,

punctuation used in separating strings of label data, or the organization of these data. Authors must, however, be consistent within each paper.

- Never begin a sentence with an Arabic or Roman number, these are confusing to readers.
- Never begin a sentence with an abbreviation or acronym, these are confusing to readers.
- As dictated by the ICZN (1999) Article 11.7, family group names are plural in their Latin form. Those of taxa higher than superfamily also must be considered as plural because of their structure and sense. Thus, “The Papilionidae are...” or “The family Papilionidae is...” are correct. The statement “The Papilionidae is...” is wrong. We never say “The people is...” even if we consider them a single group.
- Restrict depository coden/acronyms to between three and five letters. Any more or less are easily confused with other abbreviations frequently used in data presentations. Primarily follow those listed in “Insecta and Spider Collections of the World Website” (<http://hbs.bishopmuseum.org/codens/>) or the “Biodiversity Collections Index” (<http://biocol.org/static/index.html>).
- Any depository coden/acronym used in the paper must be stated in the Materials and Methods.
- Footnotes and headers are prohibited. If additional institutional affiliation beyond the single contact information is desired for an author, include it in the Acknowledgments.
- Cite figures in the text as “(Fig. #)” or “(Fig. #-#)”. The abbreviation “Fig.” is both singular and plural.
- All figures, tables, appendices, etc., must be cited in the text.
- All cited works must appear in the Literature Cited, and all works referenced in the Literature Cited must be cited in the paper.
- In general narrative text, spell out whole numbers for counts less than 10, unless they are measurements followed by units or represent a range of data. In keys, descriptions, or other technical and telegraphic texts, Arabic or Roman numerals should be used.
- When writing descriptions or making comparisons in keys, a statement like “Genitalia as in Figure X.” is completely useless because it is not a description nor does it provide any comparative statements. Always provide some descriptive statement, then reference the figure (e.g. “Genitalia long and acute, as in Figure X.”).

### Citing References in the Text

Cite references in the text as follows: Fonzarelli (1994) or (Cunningham 2005), Laurel and Hardy (1914) or (Abbott and Costello 1943), (Washington 1798, 1801a, 1805; Jefferson 1808; Smith and Wesson 1860; Colt et al. 1945).

- No commas between author and year. The abbreviation for *et alii* is not italicized. Strings of citations in the text should be in chronological order.
- References should be cited as “in press” only after they have been accepted for publication.
- Do not use ampersand (&) for “and” when listing authors of references. Ampersands are acceptable in reporting label data, if used in the reference’s title or journal name, or in other quotes.
- Partial citations in synonymies are not allowed; synonymies are not Literature Cited. Simply cite the work and include a full citation in the Literature Cited (e.g. “*Xus albus* Smith, 1959. Journal of an Imaginary Society 14: 12–15.” should be “*Xus albus* Smith, 1959”).

## Peer Review

### Authors Seeking Reviewers

A headache for all journals is finding critical reviewers for the subject matter. *Insecta Mundi* requires authors handle this task because authors know, or should know, the best people in their fields to review

the manuscript. We regularly hear "... but that is difficult, where can I find good reviewers?" To be able to find critical reviewers, you must become one yourself! Every manuscript, in any journal, receives 4–5 reviews before it is completed. Thus, for any journal's publication process to work, *you* must be willing to provide 4–5 critical reviews to colleagues for every paper you publish.

"But, I am not good at reviewing." We learn by doing, and good authors make good reviewers. If you are not a good reviewer, you should question your ability to be a good author. Be serious and critical reviewing your own papers, start reviewing for others, and learn.

When considering a reviewer's comments, if an author deems the suggestion inappropriate, they are not required to follow it. However, because we require authors submit these reviews, the author may be required to justify why a reviewer's concerns were not followed. This is how *Insecta Mundi* ensures authors are considering all reviewers' comments, and we can confidently claim *Insecta Mundi* is a peer reviewed journal.

We ask authors to be critical of their reviewers and seek appropriate reviews. If a reviewer does not provide an adequate review, tell them so and/or seek another reviewer. If the Review Editor finds problems and the submitted reviews are poorly done, they will ask authors to seek additional critical reviews or reject the paper.

Authors writing in English, whose native language is not English, must have one of their reviewers be a native English speaker. The reviewer will be required to help clean up grammar and other problematic text. The same rule applies for authors writing in Spanish. Problematic language will result in manuscript rejection.

When requesting a review, authors need to provide a copy of the Reviewer Report Form to complete and return with the reviewed manuscript.

## Reviewers

Reviewers for *Insecta Mundi* are asked to **critically** and **fairly** review manuscripts not only for scientific merit, but also to confirm the writing and presentation is clear, concise, and consistent. We fully recognize reviewers have varying abilities and different approaches in their review styles. However, some standards must be set and guidelines are presented to help you provide adequate reviews. No manuscript is perfect. If a reviewer fails to do the requested job, then the manuscript has a greater chance of being rejected.

Reviewers for *Insecta Mundi* are to understand and follow these guidelines.

- As a reviewer for a manuscript in *Insecta Mundi*, you are not anonymous. You will be recognized in the Acknowledgments and are expected to do a job worthy of that recognition. If you do not wish for this acknowledgment, then what is needed to improve the manuscript so you will accept acknowledgement?
- Consider the scientific merit of the manuscript and be critical but fair in any comments.
- Confirm a manuscript is clear, concise, and consistent in presentation, punctuation, spelling, etc. Pay attention to details, and many other concerns will be found.
- Look for glaring gaps in text flow or confusing discussions and organization that jumps from subject to subject with no logical flow.
- Headings must be the same between different taxonomic accounts. Example: Materials Examined vs. Specimens Studied. Are headings consistent?
- Do statements actually mean what the author intended? Think about each statement. What is the author really saying in the following? "Let's eat Grandma." vs. "Let's eat, Grandma." A small but serious problem, easily overlooked, and easily fixed. "I am an expert on dung and an interesting creature that eats it." Did the author really intend to say they eat dung? Request the author clarify confusing statements.
- Confirm key couplets are comparable and discuss the same characters. Test the keys with actual specimens if possible.
- Check that references cited are listed in the Literature Cited. This is a major problem in most manuscripts.



- As a reviewer, do not be afraid to point out any perceived problem to any author. They may not agree, but you have done your job. Authors must be able to take the criticism.
- Reviewer's comments need to be presented and perceived as suggestions for the improvement of a manuscript. Reviewers are asked to help authors improve manuscript, not grade the papers. Be fair in how you present your criticisms.
- Take the time to do the requested review thoroughly and correctly. A good author–reviewer team finds and corrects the majority of concerns, greatly improving the manuscript.
- Reviewers are to provide comments to the author.
- An e-mail stating “I looked at the manuscript and found no errors,” almost always indicates failure to pay attention to details. In the past, manuscripts accompanied by such reviews have been poor, requiring major effort by the editorial staff. Reviews with similar statements will be returned to the author to request proper reviews.
- Formal letters of support stating a reviewer looked at a manuscript and the author followed recommendations is not a review and will not be accepted as a review. Authors will be contacted to supply the actual comments made by the reviewer. We see the importance of such letters and have developed the following, which is now required for submission in addition to the actual reviews.
- Reviewers are required to complete the Reviewer Report Form, providing it to the author for submission. Reviewers do not send them directly to the Chief Editor. These are available for download from our webpage.

## Manuscript Outline and Specific Guidelines

General organization of submitted manuscripts should include: title, author(s) and contact information, Abstract (Resumen), Key words (Palabras clave), Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, figure captions, tables, and appendices. Headings and subheadings have specific styles (mostly this is done during layout, but pay attention to capitalization of words). Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited (and other primary-level headings) should be bold, with the first letters of important words capitalized.

**In-paragraph headings.** These are a word or short phrase at the beginning of a paragraph, or set of related paragraphs, such as “Diagnosis, Description, Distribution, Types, Materials examined, and Remarks”. The heading is in bold type, first word and proper names capitalized, with a period separating the heading from the following text (no paragraph return). Secondary in-paragraph headings. If further subdivisions are needed, the heading is in italic type, followed by a period.

All paragraphs under these headings are simply created by using “Enter”. Do not insert tabbed indents.

If there are concerns or if additional headings and subheadings are needed, contact the Chief Editor; most importantly, please be consistent.

### Title

Titles must reflect the content of the paper and must include the full taxonomic position of the taxa included (e.g. Coleoptera: Carabidae). Genus and species names used must include authorities.

Present title in normal font (not all capitalized, no small capitals, not bold), with only proper names capitalized.

### Authors and Affiliations

Contact information for each author must be limited to a single physical mailing address. Only include the name of the primary or preferred institutional affiliation. Minimally, the senior or corresponding author must include an email address, but for all authors, email addresses are recommended; these will be published. Personal titles, credentials, or abbreviations of educational degrees are not included.

Present authors and affiliations in normal font (not all capitalized, no small capitals, not bold).

## **Abstract/Resumen**

The abstract should be brief, clearly state the main points and conclusions of the paper, and contain full scientific names, including authorities for genera- and species-level taxa. Include higher taxonomic position of any taxa mentioned. All nomenclatural acts made in the paper must be listed.

The heading is in bold type, first word capitalized, with a period separating the heading from the following text or words.

## **Key words/Palabras clave**

Key words should not be used in the title and kept to a reasonable number; we recommend fewer than 10.

The heading is in bold type, first word capitalized, with a period separating the heading from the following text or words.

## **Introduction**

Introductions set the stage for the manuscript. What information should the reader find useful to understand the scope and purpose of the study? Why this paper is important? What events lead to the study? What is the scope and purpose of the manuscript? The Introduction should not be a summary simply restating the abstract.

## **Materials and Methods**

This section is vital for all manuscripts. Define procedures and methods used during the study, or cite references that describe them. Describe any non-standard procedures used. Discuss the equipment used, especially if it is something special or different from standard equipment. Define all codens or acronyms used to represent specimen depositories. Define uncertain, new or unusual terms used.

## **Body of Text (Results, etc.)**

This is the main part of the study. Each paper is different, thus setting rules for all possibilities is impossible. Follow the discussions above for various heading styles. Rules for some frequently encountered concerns are discussed below.

**Materials examined or paratype data.** These data may be summarized in paragraph form, as a table, or in an appendix in table form.

**New taxa.** Descriptions of new taxa must be accompanied by a diagnosis, discussion, or inclusion of the new taxa in a key comparing/contrasting the new taxa with similar taxa. The new taxon needs to be placed within a taxonomic framework. This can easily be done by including each new taxon in a new key, updating an old key, or by providing a detailed discussion comparing characteristics of the new taxon with those most similar to it. The only exceptions to this rule are the publication of a replacement name for a homonym, or a new combination of a species or subspecies.

**Etymology.** New taxonomic names require an etymology briefly discussing the formation and meaning of the name.

**Gender of new generic-level taxa.** Each new (sub)generic name must include a statement of its gender, which is best placed in the Etymology statement.

**Synonymies.** These must never include partial references. Cite the work and add it in full to the Literature Cited.

**Keys.** Keep the formatting of keys simple. Do not add a string of periods leading to the end selection (a dot leader), and do not create hanging indentations. We do this formatting during page layout.

- Key couplets must be comparable, contrastable, and readily understandable by the reader. Couplets must comment on the same structures.
- Ambiguous characters (“larger” or “smaller”) need additional characterizations (“larger, > 5.0 mm long”). Characters seemingly unambiguous to authors can be confusing to readers (“Pronotum moderately



punctured vs. not” or “Punctures coarse vs. fine”). What constitutes coarse, moderate, or fine? Does moderately punctured mean in size or distribution?

- Remember that keys are written for users, not for the authors. Do not use “not as above”, or anything similar, in your keys. Be very clear with statements in keys and review manuscripts with this in mind.
- Use an em-dash (—) to lead the second part of a couplet, not a primed number (12’).
- For larger keys, we recommend use of parenthetical numbers indicating the previous couplet where the selection was made.
- In couplets stating more than one character, be consistent in use of punctuation to separate statements on separate structures.
- Do not end the list of characters in each couplet with a period.
- Bold the number or names that end each part of a couplet.
- Names at the end of a couplet still require generic name or abbreviation.
- Authors for the names are required because most users find this helpful.
- Submit your key as indicated in the example. Dot leaders and appropriate indentation will be added during layout.

**Example of key layout for submission:**

23(10). Antenna lamellate; abdomen coarsely punctate laterally, lacking punctures medially **24**

—Antenna filiform; abdomen finely punctured throughout **25**

24(23). Pronotum black; elytra dull *X. nigra* **Bates**

—Pronotum white; elytra glossy *X. alba* (**Linnaeus**)

25(23). Tarsal claws absent *X. adigitatus* **Vander**

—Tarsal claws present **26**

**Acknowledgments**

- The Editorial Board has elected to use the spelling, “Acknowledgments” not “Acknowledgements”.
- With the requirement that two reviews be obtained before submission, acknowledging the reviewers is required. No *Insecta Mundi* paper will be published without them.

**Literature Cited**

- This section is not called “References Cited”. Do not try to emulate hanging indentation by using hard returns, tabs, or spaces to emulate hanging indentation. Use “normal” unformatted paragraphs or use your word processor’s hanging indent function. Use bold type for authors’ names and years.
- Present full citations for all references cited in the text, but include only references cited.
- Arrange citations in alphabetical order by authors, then chronological order (in ascending order). For papers with identical authors and years, use letters (a, b, c, ...) as needed to clearly identify each reference (e.g. Smith et al. 1992a, 1992b).
- Citations should be complete and accurate. Incomplete and wrong citations make it difficult for others to locate these works.
- Pay particularly close attention to details and punctuation. Only first author’s name has initials

following their family name, subsequent author's initials precede their family names. Use periods, not commas, between major parts of the citation.

- Do not capitalize every word in titles of books or journal articles, unless a proper noun. Exceptions will be made for non-English titles, as dictated by rules of the language used. Names of journals or publishers can have every name capitalized.
- Names of journals and books are to be spelled out in full, no abbreviations.
- The abbreviation “p.” for “page(s)” is both singular and plural.
- When citing pages for journals articles, numbered bulletins, or other numbered publications, always present the full page range, even if it is published as an entire entity (“Occasional Pamphlet of the Ohio Department of Agriculture N13: 1–2.” Not “... N13: 2 p.”).
- For books, include total pagination, i.e. the number of pages followed by a “p.”
- For books, include publishers, publishers' location (cities/countries). Publishers are separated from their location with a semicolon. Use the English equivalent of cities, when possible (e.g. Holmiae = Stockholm, München = Munich).
- If assistance is needed to find complete citation data and a physical copy is not available, these data can be found on online library catalogs (e.g. Smithsonian Institution Library) and other online sources (e.g. WorldCat, Google Scholar, OpenLibrary, Biodiversity Heritage Library).
- Use only websites and online publications that are authoritative and primary sources.
- We realize that not all references easily fit into one of the categories below. Discuss problematic citations with an editor.

### Books

**Arnett, R. H., Jr., G. A. Samuelson, and G. N. Nishida. 1993.** The insect and spider collections of the world (second edition). Flora and Fauna Handbook No. 11. Sandhill Crane Press; Gainesville, FL. 310 p.

**CBE [Council of Biological Editors]. 1994.** Scientific style and format: the CBE manual for authors, editors, and publishers (6th edition). Cambridge University Press; Cambridge, U.K. 825 p.

**ICZN [International Commission on Zoological Nomenclature]. 1999.** International code of zoological nomenclature. Fourth edition. International Trust for Zoological Nomenclature; London. 306 p.

**Book chapters or parts of a larger work. Book chapters still require full citation for the book, including publisher and total page numbers.**

**LeConte, J. L. 1878.** Descriptions of new species. p. 593–626. *In*: H. G. Hubbard and E. A. Schwarz. The Coleoptera of Michigan. Proceedings of the American Philosophical Society 17: 593–668.

**Skelley, P. E., and R. D. Gordon. 2002.** Family 37. Scarabaeidae. V. Subfamily Aphodiinae. p. 42–48. *In*: R. H. Arnett, Jr., M. C. Thomas, P. E. Skelley, and J. H. Frank (eds.). American beetles, Vol. 2. CRC Press; Boca Raton, FL. 861 p.

### Journal articles or series:

**Arnett, R. H., Jr., and R. E. Woodruff. 1998.** CSE style manual and requirements for publication in *Insecta Mundi*. *Insecta Mundi* 12: 38, 58.

**Davis, A. C. 1934.** Notes on the insect inhabitants of wood rat houses in California. *Bulletin of the Southern California Academy of Sciences* 33: 1–13.

**Gordon, R. D., and P. E. Skelley. 2007.** A monograph of the Aphodiini inhabiting the United States and Canada (Coleoptera: Scarabaeidae: Aphodiinae). *Memoirs of the American Entomological Institute* 79: 1–580.

**Skelley, P. E., and M. C. Thomas. 2007.** *Insecta Mundi*: procedures, production and publication. *Insecta Mundi* 0001: 1–7.

#### Websites:

**Perkins, P. 2006.** MCZ Type Database @ Harvard University. Available at <http://mcz-28168.oeb.harvard.edu/mcz/>. (Last accessed February 2007.)

#### Abstracts from conference proceedings:

**Nikbakhtzadeh, M. R., and M. Naderi. 2009.** *Paederus* (Col.: Staphylinidae) diversity in central Iran and intraspecific variations of allopatric populations of *Paederus mesopotamicus*. Abstract, p. 23. *In*: Program of the 57th Annual Meeting of the Entomological Society of America, Indianapolis, USA. Available at: <http://esa.confex.com/esa/2009/webprogram/Paper42059.html> (Last accessed July 3, 2014.)

## Figure Captions

Spell out “Figure” in full, followed by the number range appearing. Within the figure caption, each cited number, or letter, is the start of a sentence and is boldfaced. The first word following these numbers is capitalized.

#### Example of figure caption:

**Figures 1–5.** Adult and larval habitus and structures of *Platypsyllus castoris* (from Desneux 1906). **1)** Adult dorsal habitus. **2)** Adult ventral habitus. **3)** Larval dorsal habitus. **4)** Adult maxilla, ventral view. **5)** Adult labium and mentum. Scale line = 0.25 mm.

## Figures

- Whenever possible, illustrations should be assembled into plates using standard photo editing programs (not in PowerPoint or word processing programs).
- Use scale bars where appropriate.
- For the numbering and lettering of figures use Arial, Helvetica, or similar a sans-serif font that will be approximately 12 point in the final size on the page.
- Figure numbering must be sequential throughout the manuscript (Figures 1–10). Use of letters for subreference is acceptable (Fig. 1a–1g). Use of plate numbers with sequential image numbers is prohibited. All figure numbers are to be Arabic, not Roman numerals.
- Maximum final printable page dimensions for a full page are 6.5" × 8.9" (1.0:1.3). Full-page figures should not be more than 8.5" deep, allowing 0.5" for the caption (or more room if the caption is long). Please take these dimensions and proportions into account when assembling figures.
- Crop excessive white space around the figures before submission. White space needlessly adds to file size.
- Figures should be neatly prepared; try to align edges of individual images in composite figures and maintain gaps of equal width between individual images.
- Artwork should be in an appropriate file format. Photographs and scans (raster images) should be as .tif, .psd, or .jpg. Supply vector-based image files, such as .eps, .ai, most .pdf, for text-heavy figures (e.g. phylogenetic trees). However, for figures that include lines, text, and raster images, layered .psd files are preferable. Figures created in Microsoft Excel or similar are best saved as a .pdf (or send a native Excel file). Each figure, or group of figures appearing together, should be a separate file.

- Individually name each plate with a file name(s) that clearly associates the file with the appropriate figure captions.
- Resolution of electronic images should be 300 ppi (pixels per inch) at the final size on the page for photographs, and 600 ppi for line drawings. Images with higher resolutions result in massive PDFs, which may crash systems, will be reduced. Low resolution images cannot be improved and we will require authors submit better images before the manuscript is accepted. We will produce a high-resolution PDF for publishing. If needed due to a very large file size, a low-resolution version will be prepared for easier distribution.
- Submission of original artwork or photographs on paper is not possible. Authors needing original artwork or photographs scanned into electronic form need to arrange for this themselves.
- Color images are acceptable and will be used if provided. RGB color settings are preferred, as final published PDFs will be in RGB. CMYK and other colorspaces may produce color shifts when converted to RGB.
- Do not embed figures directly in the text when submitting a manuscript. If you want your figures to be placed at a specific place in the text, indicate this adding the figure number, on its own line and in square brackets, in the text like this: [Fig. 1]. (The figure caption should be placed at the end of your manuscript.) If no preference for figure placement is given, all figures will be placed at the end of the final PDF.
- Electronic media and original artwork will not be returned, unless specifically requested, and at the author's expense. Contact the editors if there are concerns or questions.

### **Tables and appendices**

Submit these in one of two ways:

- Most tables can be inserted at the end of your manuscript using your word processor's table function. Do not apply formatting other than bold and italics. Do not try to emulate how tables appear in the final publication. Avoid the vertical merging of cells unless necessary.
- Very large tables should be submitted as Excel spreadsheets (.xls or .xlsx files), keeping the default format (again, apply only bold and italics).
- If you want your tables to be placed at a specific place in the text, indicate this adding the table number, on its own line and in square brackets, in the text like this: [Table 1].
- The table legend is placed at the end of the manuscript, with the full table if you choose that option. If authors do not explicitly indicate a preference for figure placement, all figures will be placed at the end of the final PDF.

### **Other considerations**

If in doubt, follow the most recent edition of the CBE Style Manual: A Guide for Authors, Editors, and Publishers.

## Final Clean Up of Manuscripts

It is best if authors perform these steps and fix problems before submission. Please check and correct the following, then review the manuscript again in detail to correct any problems that appear.

However, at all stages, authors must carefully check each version of their manuscript, and proofs of the layout, to confirm formatting and symbols.

### Paragraph Spacing, Indents, and Fonts

The general rule throughout this entire discussion is to keep formatting simple, and do not try to emulate the final layout. The well-formatted manuscript should look mostly unformatted (use the “Normal” paragraph style, or similar depending on your word processor). Use italics and bold only. You need not use the Century Schoolbook font in your submission; Times New Roman is suitable. Please keep in mind that more complicated formatting may be lost or creates problems during layout; it also adds unnecessary work for you.

- Do not manually add tabs (or spaces) to indent the first line of paragraphs. The best practice is to leave the first line flush left. (Indents are added during layout.)
- Please do not use underline or small capitals (remove underlining and small capitals).
- Please properly insert correct symbols (see below).
- If for writing/editing/reviewing purposes you need to add space between paragraphs, you can add space after or before paragraphs and change the line spacing to improve legibility. In Microsoft Word, use the “Normal” paragraph style, but you can edit the style’s settings to add space after paragraphs (6 pt) to improve readability (you could change the line spacing too):

### Symbols and Accented Characters

- Please use standard fonts, not special symbol fonts, unless this is an option given to you. *Insecta Mundi* uses the Century Schoolbook for final production of PDFs; you need not use this font in your submission, but be aware that Times New Roman will be substituted for symbols not available in Century Schoolbook. If a specialized character is needed but not available in either of these two fonts, consult with the layout editor, who may know of a solution. The Century Schoolbook font has a good supply of symbols (e.g. ♀, ♂, ', ", °, ×) and accented characters (a, ā, č, ě, ĝ, ö, ĺ, Ľ, Œ, ß, ü). Consult your word processor’s documentation on how to insert special characters. In Word, use Insert > Symbols > More symbols, then select your character; if you want, create special keyboard short cuts for your use to speed up typing.

#### Quick tip

Microsoft Word allows you set a custom keyboard shortcut for adding special characters. Select Insert > Symbol > More symbols. Find your character in the character map, click Shortcut Key, type a shortcut (such as Alt + F, for ♀ or Alt + ' for '), then Assign, then Close. From now on you should be able to rapidly type this character using the alt key + key combination that you set up.

- European languages: type or insert using your word processor.
- Male and female symbols: insert using your word processor.
- Degree symbol: Please use the correct symbol. It looks like this ° and not this º. Use only the correct symbol, not a superscript “o”, masculine ordinal indicator “º”, or anything else. On PC: Alt + num keyboard 0176; Mac: Option 8.
- Minutes and seconds (', "): These are not quotation marks (', ") but are difficult to type. Use the Insert > Symbol method described above.

- Math symbols: Use  $\pm$ ,  $\geq$ ,  $\leq$ , do not emulate these by applying underline to  $<$  or  $>$ . Use Greek symbols available from Century Schoolbook or Times New Roman, not a symbol font.
- Times symbol (×): do not use an ‘x’ for ‘times’. On PC: Alt + num keyboard 0177; Mac: select from character palette.
- Dashes, hyphens, minus signs: Use hyphens (-) for words such as “co-ordinate”; use en-dashes (–) for ranges that mean “to” (1–3 cm), for minus signs (–123.0055, –10 °C), or to denote a connection (Mexico–United States border).

### Remove Extraneous Formatting

This includes page numbering, headers, manuscript line numbering, or other presentation aids used solely for manuscript review.

### Spellchecking

Excessive misspelling in a manuscript will result in its rejection until corrected. Please use whatever resources available to check spelling, including reviewers. Most word processing software have automatic spellchecking functions. Checklists with hundreds of scientific names may be difficult to effectively spellcheck. For these cases, we recommend removing the text to spellcheck it separate from the list.

Consider adding specialized terminology, names of taxa, and authorities to your software’s custom dictionary.

Another way to use spellcheck is to “ignore all” for each questioned word that is correct. This generally finds spelling errors, including extra or missing letters and doubled words. Authors occasionally spell *their own new names* incorrectly. Authors names in citations and acronyms (turn on checking words in all capitals), if later subsequently misspelled or inconsistent, will be caught by this method.

Grammar checking is also frequently helpful, if turned on.

### Find and Replace

By carefully using the find and replace functions, misspellings can be corrected, double spaces corrected to single space, removing unneeded hard spaces before periods or commas. Search for ampersands and replace those needing to be changed to ‘and’. Search for inconsistent headings and replace with the preferred heading.

If an editor sends a corrective comment asking you to “replace globally” or “fix throughout the manuscript”, the Find function is the most confident way to quickly locate text to fix.

### Clearing/resetting Formatting

The following steps are designed for Microsoft Word but may be applicable to another word processor. If you use another word processor, work with the Review Editor to do this final step. We may have to do it for you. Once completed, authors need to check for any problems.

In Microsoft Word, select all of the text. Making sure the entire manuscript stays highlighted, do the following:

- Select the “Normal” style paragraph. Generally, ignore what the results look like (font, font size, justification). You want to create text that has minimum local formatting. Not necessary, but for ease of reading you may then edit Normal to set indents left and right to “0”, hanging to “none”, and add space after paragraph to 6 pt to assist in reading (again all this is unnecessary).
- Make text font 10 point, and if you want, change the font to Century Schoolbook, but Times New Roman is fine; this can be done by editing Normal.
- Click anywhere on the document to deselect the text.
- Save the file.



- Review the entire manuscript carefully, checking for and fixing any problems, but do not try to emulate *Insecta Mundi* layouts by inserting tab indents or blank lines between paragraphs.
- Once the text has been cleaned and saved, it is ready to submit.

## Working with Editorial Staff

The editorial staff is there to help authors follow our rules and guidelines, turning a diversity of authors' works into a set of publications that are similar in quality and aesthetics. Authors are asked to work with the staff, and to willingly follow or discuss comments and corrections.

## Communication on Manuscript Changes

We prefer to use Microsoft Word's track changes and comment functions to communicate changes to the manuscript. We request authors become familiar with these functions. Using these functions reduces work for all, because changes can be easily seen and accepted/rejected.

## Making Corrections

Never copy corrections back to an earlier version of the manuscript. This leads to a loss of minor corrections made by editors and is a serious problem. Only work on the most recent version, as returned by the editorial staff.

Mark corrections to the PDF proof using the commenting tools available in Adobe Reader, Adobe Acrobat, or similar software (do not send a new Word file).

## Rushing Manuscripts

No author, including members of the editorial staff and friends, are exempt from following the official processes. If an author of a manuscript is an editor, another Review Editor will be processing the manuscript. Authors trying to rush a paper, skip steps, or who expect special treatment, always create editorial and processing problems.

Manuscripts are generally processed and published quickly, but larger manuscripts may require more time to process. Lengthy processing times are the fault of authors not understanding the publication process, not following these guidelines, or not accepting their responsibility to clean their work based on Review Editor's comments.

If you want your manuscript published fast, the best way to accomplish this is to follow these guidelines in detail before submission.

## Submitting Files

Submit manuscripts and associated documents by attaching them to an e-mail sent to the Chief Editor, at [InsectaMundi@gmail.com](mailto:InsectaMundi@gmail.com). If combined files are too large for a single e-mail (>28 megabytes), then send multiple messages and attachments. If a file is too large, we can accept it as a compressed file. Large files can also be uploaded to file sharing sites. Work with the Chief Editor to confirm that files have been received and are readable.

If there are still problems, manuscripts and associate documents can be mailed by regular post on some acceptable electronic storage medium: flash or thumb drive, SanDisk chip, CD, or DVD.

David Plotkin, Chief Editor, [InsectaMundi@gmail.com](mailto:InsectaMundi@gmail.com)  
Paul E. Skelley, Assistant Editor  
Insecta Mundi  
Center for Systematic Entomology  
P.O.Box 141874  
Gainesville FL 32614-1874 USA